

21 MAR 1960

MEMORANDUM FOR: Executive Secretary, Agency Retirement Board
THROUGH : Chief, Personnel Operations Division
SUBJECT : Proposal for an Agency Pre-retirement Program
REFERENCE : Your memo to C/POD dtd 21 Mar 60, same subject

1. I would encourage you to go right ahead with a counseling program designed to meet the needs of persons as far away as ten years from their anticipated age of retirement. It would seem to me that any program of group discussion would be a natural outgrowth of individual counseling; in fact, I get the impression that this is the way you would plan to get around to group work and I fully agree with you on this point.

2. Now the very practical question arises: how do we kick this off? I would suggest that we do so by sending a very dignified communication to the people whom you intend to see in which the purpose of your interview with them would be set forth and an indication given that you will, at their convenience, arrange for the time and place of the talk. You could then follow up on this on the understanding that some people will say that they are not ready to talk about such things yet.

3. It would be a good idea to set up a roster of the people who do not yet want to talk and work this roster once every two or three years. If we start early there is no reason why we should not have a pretty relaxed schedule. In picking up the roster the second time I would be inclined again to send a written communication to the individual and follow up much as you were planning the first time.

[Redacted Signature Box]

Gordon M. Stewart
Director of Personnel

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